

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Surveyor Party Chief</u>	
		Division and/or Subdivision <u>Technical Services</u>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <u>Sacramento</u>	
		Class Title of Position <u>Transportation Surveyor Party Chief (Caltrans)</u>	
		Position Number <u>541-025-3030-001</u>	
		Effective Date <u>March 2026</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<u>JOB SUMMARY</u> Under the direction of the Senior Land Surveyor, the Transportation Surveyor Party Chief is the first-line supervisor working in the field and is assigned administrative supervision of professional and technical staff. Incumbents perform a wide variety of difficult and complex professional surveying field and office work. Duties include but are not limited to: <u>ESSENTIAL FUNCTIONS</u> *Execute boundary surveys of State Forest lands and Department facilities. Plan and direct the work of staff engaged in field work. *Coordinate with CAL FIRE employees and private land owners for access to project sites. *Develop travel plans for out-of-town projects and drive an automobile for long periods of time to reach project sites. *Analyze situations accurately and adopt an effective course of action; evaluate jobsite hazards and plan for safe execution of the project. *Perform field reconnaissance to locate existing corner monuments and determine survey procedures. *Establish high order horizontal and vertical control necessary to perform surveys. *Carry out complex and precise field measurements and keep legible field notes and process field measurements in multiple computer/software programs. *Make difficult survey calculations, compute final corner positions, and draft results in computer-aided design and drafting software (CAD). *Set boundary corners, establish corner accessories, mark and post boundary lines. *Prepare Record of Survey maps, corner records, file with County Surveyor; comply with State and Federal regulations and procedures.		
30%	*Perform and direct staff to research CAL FIRE, public, and private land records to determine right of way, recorded and unrecorded rights, land transaction history, and past surveys. *Maintain Department survey records, including e-filing of specific documents. *Write and interpret legal descriptions of real property; plan and direct the work of staff engaged in the resolution of property boundaries and writing legal descriptions. *Review the work of others for compliance with legal requirements, policies, and specifications. *Prepare maps, charts, plans, and *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See page 2			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only ☐ Posted to Directory			
Initials and date			

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15%	<u>CONT</u> diagrams pertinent to CAL FIRE facilities and Real Property acquisitions. *Prepare clear and comprehensive reports and technical correspondence.
10%	*Perform topographic surveys for agency retained Capital Outlay projects and perform construction staking for agency retained Capital Outlay facility projects. *Reduce field measurements in multiple programs, make difficult survey calculations, integrate data from different survey instruments, and make CAD drawings and exhibits.
5%	*Approve travel expenditure claims and time reporting of subordinate crew members. *Evaluate and document crew member performance; complete monthly truck usage report and assist with purchasing new survey equipment.
	*Perform and direct staff to survey and record scene conditions of fire and Serious Accident Review Team (SART) incidents using high-end survey equipment, such as terrestrial laser scanners, Global Navigation Satellite System (GNSS) receivers, small, unmanned aircraft systems, and Total Stations in support of CAL FIRE Civil Cost Recovery and Legal departments. *Act as an expert witness if necessary or requested in support of CAL FIRE Civil Cost Recovery and Legal departments in the event of litigation.
	<u>DESIRABLE QUALIFICATIONS</u> • Experience exercising independent professional judgment in both office and field responsible charge assignments. • Experience with Microsoft Office Suite • Experience with Autodesk Software • Experience with Trimble Surveying Equipment • Experience with Leica Terrestrial Scanning Survey Equipment <u>SPECIAL CONDITIONS</u> This position requires extensive travel statewide up to 50% of the time, working in adverse conditions (e.g., inclement weather, remote forests, biting insects, poison oak). Travel can last for two weeks or more during incident surveys. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: **Possession of a valid Land Surveyor License issued by the California Board for Professional Engineers, Land Surveyors, and Geologists. A valid Class "C" driver's license to operate state owned or leased vehicle is required.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date
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